

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION RESIDENT GUIDELINES

Welcome to the EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION!

We hope you will enjoy living here. For the comfort and safety of all, the Board of Directors has carefully and thoughtfully developed these guidelines. They are to provide you with basic information which you may find helpful. *If you need the specific wording, please refer to your CC&R's and By-laws and / or appropriate civil codes.*

The Grove is an "owners-only" complex. Please check your Bylaws for specific requirements.

IF YOU HAVE TENANTS, PLEASE GIVE THEM A COPY. Please make extra copies for future tenants.

MANAGEMENT COMPANY

The Association is managed by Bartlein & Company, Inc. located at 3944 State St., Suite 200. The phone number is 569-1121. The Fax is 682-4341. If you have any questions or you have an emergency, please call. For emergencies, someone is available at all hours.

MEETINGS & NEWSLETTERS

The Board of Directors holds a monthly meeting and all owners are welcome. The time and place are noted in your Newsletter. If you would like to be placed on the agenda, please call or write to Bartlein & Company, Inc., and notify them at least one week in advance.

A monthly Newsletter is published to keep all owners and tenants informed. Therefore, it is essential that you notify us of any changes in tenancy.

At the beginning of each year, the Association holds its annual meeting. The notification of the Annual Meeting is also published in the Newsletter. Annual meetings are normally held during the month of January.

HOMEOWNERS MONTHLY ASSOCIATION FEES

Monthly Association fees are due at the beginning of each month. If payment is received after the 15th of the month, a 10% late charge will be assessed. (Please see Annual Budget for specifics). For your convenience, you may have your fees paid automatically from your checking account. If you are interested in this free service, please call Bartlein & Company, Inc.

FIRE PREVENTION

For emergency purposes, it is recommended that you have extinguishers inside your unit. Smoke detectors are required by law and should be checked on a regular basis. You should strongly consider having a smoke alarm in each bedroom. You may want to consider having a battery-operated detector in case the power is cut off.

MAINTENANCE AND REPAIRS

The responsibility of maintaining the exterior of the building is the responsibility of the Association, while the interior is the responsibility of the unit owners. However, there are exceptions (i.e. exterior doors, private balcony surfaces, etc., belong to the unit owner) so please read the CC&R's for the further explanation.

The Grove provides janitorial services for the pool area and the Exercise Room. However, all residents should clean up after themselves. It is up to the occupants of each building to keep the staircase swept and exterior of units neat and orderly.

If you notice termite activities in your unit, you should call Bartlein & Company, Inc. The unit owners are responsible for having an inspection report produced by a licensed pest control company. The Association is responsible for dealing with the termites when they are in the common structure.

PLUMBING & GAS REPAIRS

Each unit has its own water and gas meter accessible from the outside utility area adjacent to each building. Plumbing and gas repairs within and pertaining to each unit are the individual owners responsibility. If you need assistance locating or operating the water and gas meters, please call the utility company.

EXTERIOR APPEARANCES

In order to promote and maintain uniformity and attractiveness of the Grove, please keep your area clutter free. Only patio furniture is allowed on the patio or balcony area. Hanging clothes, bikes, surfboards, and other items from the balcony is prohibited.

No owner shall, at his own expense or otherwise, make any alteration, addition or modification to the building in which his unit is located or to any part or portion of the common area or recreation area, without the prior written approval of the Board.

Flower pots are not to be placed on top of the handrails as moisture from watering will rot the wood. They are also a danger to all passers-by below. In addition, hanging plants should not be positioned over handrail and should have saucers attached underneath.

PARKING

Each unit has one assigned carport. Please do not park in another unit's space; otherwise, your vehicle may be towed at your expense. No trailer, boat, camper can be kept anywhere at the Grove.

Please observe the 5MPH speed limit while in the driveway or parking area. Repairing vehicles or extensive maintenance in the parking lot is not allowed.

There is a car wash area in Phase III. Please remember to shut off the water when finished.

Please see attached Exhibit A for specifics.

TRASH / RECYCLING

There is a common trash bin nearby each building. Please make sure your trash goes directly into the bin. The trash is picked up three times a week. The garbage company will not pick up any large items or toxic materials. Nothing will be picked up unless it is in the trash bin. At this time, there is recycling program available through BFI. The recycling materials are picked up every Wednesday. All recyclable materials can be co - mingled. Flattening boxes and plastic containers and crushing cans is appreciated. (Please see attached Exhibit B for specifics).

POOL & WEIGHT ROOM / FACILITIES PASS

For your enjoyment, there is a Pool / Jacuzzi, Sauna and Exercise Room. Please always bring your Facilities Pass with you. At this time, the Exercise Room requires a magnetic card lock while the others require an access code. Please remember that **SMOKING IS PROHIBITED** in the enclosed common areas.

Please see Exhibit #C for specifics.

Note: Tenants, if you do not have a Pass, please contact your landlord. (At the beginning of every year, a new pass is sent out to the owners. Owners who are behind on their monthly fees will **not** receive a new pass until their balance is current. There is also a \$25.00 replacement fee).

PETS

Due to the limited space and thin walls, owners may have **ONLY ONE DOG OR ONE CAT**. (The dog must be 25 pounds or less when fully grown). When outside, your pet should be controlled by a leash. Residents must take necessary steps to ensure that their pet does not cause any odor or noise that would infringe on others right to their space and peace. For obvious reasons, please clean up after your own pet.

FIREPLACES

The fireplace in the units is only for decorative purposes. It is **NOT** meant for burning wood and/or heating the unit. Misusing or abusing the fireplace may cause a fire.

REAL ESTATE SIGNS

To prevent the Association from looking unsightly, one (1) professionally made sign of reasonable size is allowed to be on the inside of the unit window.

GATES

The Grove is a gated community. In order for your guests to enter, they will need to scroll until they see your last name displayed on the LCD, a three-digit number will come up, then punch in the three-digit number. Upon verification that they are your guests, just push "9" on your touch-tone phone to allow them access. Thus, it is important that Bartlein & Company Inc., have your phone number. The vehicle gates are usually left open during the busy hours of the day (approximately 6:30 AM - 9:30 AM, and 3:30 PM - 6:30 PM). In addition, they are also left open on the last Sunday of the month for the Realtors from about 1 PM - 4 PM. Only emergency personnel, utility companies, mail carrier, etc., have the confidential gate code.

The front directory is updated on a regular basis. It takes about six to eight weeks for a new name to be added. (The Association usually waits until there are about 10 to fifteen name changes before ordering new name slats. It receives a significant discount with a "bulk" order).

The pedestrian gates may be accessed by using a special code. Please call Bartlein & Company, Inc. , for information. Please do not give out the code to any non-residents.

THIRD FLOOR UNITS

Each third floor unit has an exclusive appurtenant easement over the portion of the Common Area located immediately above the furnace which serves the unit. Please do **NOT** use this space for storage or loft or any type of living space. No alterations are allowed.

SATELLITE DISH POLICY

The Board adopted the following policy regarding satellite dishes:

No exterior radio antenna shall be used or installed at Eucalyptus Grove.
No exterior video or television antenna (including satellite dish) that has diameter or diagonal measurement of more than thirty - nine (39) inches shall be used or installed at Eucalyptus Grove. A video or television antenna (including satellite dish) that has a diameter or diagonal measurement of thirty nine (39) inches or less may be used and installed by an Owner in his or her unit; provided that the antenna or satellite dish is not attached to, or located in or upon the building, Common Area or Common Facilities. The antenna or satellite dish shall be screened from view from the other Units and Common Areas and painted to blend in with the building; provided that such screening and / or painting does not unreasonably interfere with signal strength or cost an unreasonable amount of money.

NEIGHBORLY ATMOSPHERE

In order to protect each resident's right to enjoy living at the Grove, everyone should exercise discernment and caution when it comes to noise or any other matters that may cause inconvenience to your neighbor. As a rule of thumb, if your conversation or stereo or TV can be heard in another room with the door closed, then you should speak softer or turn down the volume.

It takes little or no effort to promote peace among residents. However, if your neighbor is still uncooperative after you having made attempts to resolve your differences, you may need to contact the Sheriff for their assistance.

Approved by Board on June 10, 1999

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**c/o BARTLEIN & COMPANY, INC., (805) 569-1121 Fax 682-4341
3944 State Street, Suite 200
Santa Barbara, CA 93105**

EUCALYPTUS GROVE PARKING POLICY

Parking is provided for the "Grove" residents and short term (24 hr.) use by their guests.

Assigned parking spaces (covered / numbered) are for the exclusive use by the designated unit resident and their guests.

Park in marked spaces only - one (1) car per space. Parked vehicles must not obstruct adjacent sidewalks or walkways.

No parking along red curbs or other posted "No Parking" areas.

Boats, campers, trailers and other recreational vehicles are prohibited from parking at the Grove.

Vehicles parked at the Grove must display a license plate and current DMV registration stickers (month/year).

Vehicles in unroadworthy condition are prohibited from being parked / stored at the Grove.

Parking in unassigned spaces is limited to 72 hrs. - except in the Phase III main lot, where long term parking is provided for authorized vehicles in compliance with all of the above regulations.

Violators are subject to removal of their vehicles from the Grove property at their own expenses.

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Violators are subject to removal of their vehicles from the Grove property at the vehicle owner's expense. Unless immediate removal is required, a one-to-three day notice will be posted, depending on the type of violation. The vehicle will then be removed. A notice or warning of violation is a courtesy. Flagrant violators or repeat offenders are subject to immediate towing for parking violations without further notice or warning.

10/1/09

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EUCALYPTUS GROVE ASSOCIATION RECYCLING GUIDELINES

THE FOLLOWING ARE THE CURRENT GUIDELINES FOR DONATING MATERIALS AT THE GROVE RECYCLING AREAS:

ALUMINUM, METAL, TIN CANS / PIE TRAYS:

Rinsing and flattening of cans and trays are helpful and appreciated.

GLASS:

Clear or colored glass jars or bottles only. Please, no plate glass, mirror glass, window glass or glassware.

NEWSPAPER & MAGAZINE:

Newsprint and enclosed newspaper supplements (coupons, ads, specials, etc.), phone books, opened junk mail, magazines, catalogs, and computer paper. Please no plastic or paper bags.

PLASTIC:

All varieties of clear and colored containers are acceptable. They usually **bear the symbol**



PET



HDPE.

Please no others. All plastic containers must be flattened and empty to be accepted.

CARDBOARD:

Flattened cardboard boxes (including cereal box type) may be left for pickup. They must be inside the containers. The cardboard must be flattened.

Please do not "pollute" the bins with bags, caps or other packaging materials. **NO HAZARDOUS MATERIALS.**

Thank you for making the Grove recycling program a success.

1/08

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EUCALYPTUS GROVE POOL RULES AND REGULATIONS

The following rules and regulations are for the purpose of establishing equitable guidelines on the common use and care of the pool, sauna, spa, exercise room, and adjoining areas. Individual owners, tenants, their dependents and their guests are responsible for maintaining and following these rules and regulations (as established by a mutual acceptance of their content by duly elected members of the Board of Directors).

HOURS OF OPERATION

The pool, spa, sauna and adjoining areas will be open seven days a week (Sunday - Saturday) during the following hours:

Sunday - Thursday	7 AM - 10 PM
Friday - Saturday	7 AM - 11 PM

Reserved Hours: For those who wish to pursue a consistent program of exercise in the swimming pool, the following hours are available:

Daily	7 AM - 8:30 AM
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USE AND OCCUPANCY

All the Grove owners, tenants and their dependents are entitled to use of the pool, Exercise Room, and its facilities. Use at your own risk. The following restrictions apply to the use of the pool and adjoining facilities:

Guests: Residents are limited to two (2) guests for each individual occupant. For example, a household of three persons may invite up to six guests for the use of the pool, spa, sauna and adjoining facilities. No more than two guests are allowed for each household member. Guests must be accompanied by a resident at all times.

Glass: At no time is glass of any form or purpose allowed in the pool area.

Care: All owners, tenants, dependents and guests are encouraged to maintain the pool and its the pool and its adjoining facilities in a clean and uncluttered condition. Every effort should be made to remove all materials which were brought to the area for personal use and consumption. Treat this pool as if it were your own, because it is.

Reporting Damage or Maintenance Needs: All pool area users are encouraged to report the need for damage repair or maintenance needs as soon as it is noticed. Please direct this report to Bartlein & Company, Inc.

Requesting Service and / or Materials: All perceived needs for improvement of pool area maintenance, services and material (e.g. chaise lounges, deck chairs etc.) should be communicated in the same manner as above.

9/04

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EUCALYPTUS GROVE FRONT DOOR POLICY

If you need to replace your front door, please submit your request, with the specifications of the door, to the Board for consideration.

The Board recently adopted the following policy:

- 1) Door must have 4 panels;
- 2) Glass (frosted or clear) is allowed but must in the top 25% of the door;
- 3) Size of the glass cannot be taller than 12”;
- 4) Door must be painted white on the outside.

November 2, 2012